

Completing the Vacancy Requisition Form

Req details

*Job Code 00013 : TYPIST-ADVANCED

*Job Title TYPIST-ADVA

*Job Description

Performs specialized clerical and typing tasks of moderate difficulty and subject matter diversity; may oversee clerks or typists in the performance of procedural clerical tasks; performs related work as required.

System-entered from selection made on previous screen. Information in the Job Description field can be modified to provide more specific information on the job being posted. This is how the job description information will appear on the web posting.

Select your department from the drop down list.

 Expanded view

*Department

 Selection details

*Employment Specialist

 Selection details

Select the name of your assigned Employment Specialist from the drop down list.

*Personnel Assistant

 Selection details

Select your own name from the drop down list.

*Location

 Selection details

Select the location of the position from the drop down list.

*Max Hires

Change the number of hires to be made from this posting if more than one.

*Home Department

 Selection details

Select your department from the drop down list.

Start Date will be the first day on the job for any candidates hired through the Requisition

*Appropriation Number

*Org Unit

Enter the appropriation number and org unit for the position, part of the 18 digit payroll number.

Types of Applicants to Receive

 Selection details

Select the types of applicants to post for i.e., internal, all apps, recall)

***UU for Females?** ☐ No
☐ Yes

***UU for Minorities?** ☐ No
☐ Yes

***UU for Persons with Disabilities?** ☐ No
☐ Yes

Click the Yes or No radio button as it applies to the female, minority, and disability underutilization for the posted job class for your department. Refer to your department's current quarterly JOB CLASS UNDERUTILIZATION LIST.

Availability:

***Assignment Type** ☐ P (Permanent)
☐ T (Temporary)

***Full/Part Time** ☐ Full-Time
☐ Parttime

Travel ☐ N/A
☐ No
☐ Yes

***Shift** ☐ Day
☐ Evening
☐ Night
☐ Any/All
☐ Weekends

Merit Covered ☐ N/A
☐ Yes
☐ No

Include Pending License Applicants ☐ N/A
☐ No
☐ Yes

Include Pending Graduation Applicants ☐ N/A
☐ No
☐ Yes

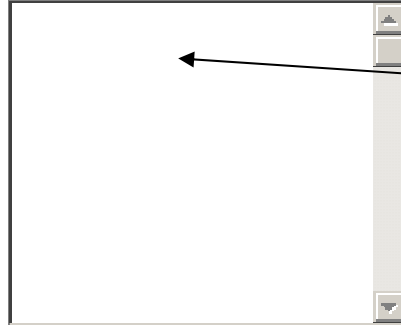
E&E and Selective Areas List>>

Complete the availability fields as they apply to the specific vacancy.


Select any selective area needed for this position from the list. You may select more than one. We recommend you use the List function which will make it easier to select multiple choices.

Other Information:

To Apply:



Type any additional application instructions which you would like posted for the applicants. HRE will include application instructions as well.

 [Expanded view](#)

*Selecting Authority

Selecting Authority Agency Name

Selecting Authority Work Phone

*Number of Days to Post

Type the name of the person making the hiring decisions. The name is required. Additionally, you can enter the department name and the person's work phone if you expect the applicants to contact that person.

Enter the number of days to post this position. The minimum to post is 10 calendar days

Other Job Information:

Pay Grade

 [Selection details](#)

Pay Policy

 [Selection details](#)

Salary Minimum

 [Selection details](#)

Salary Maximum

 [Selection details](#)

This job information is entered automatically by the system based on the job class chosen. **Do not change this default information.** It is for display on the posting.

***Minimum Qualifications**


One year of full-time clerical office or closely related experience and the ability to type at least 40 words per minute net.

For additional ways to qualify, please click on this link to view the job description and minimum qualifications.

Typing Requirement: Applicants must possess the ability to type 40 wpm net. You must provide verification of your typing score prior to the closing date of this vacancy. (Click here for more details about the typing test.)

 [Expanded view](#)

Additional Qualifications:

 [Expanded view](#)

Type any additional qualification information such as desired background, education or competencies.

Req notes

 [Expanded view](#)

Type any special instructions for the Employment Specialist. This may include which additional questions to add to the posting.

***Req team**

aa_ateam, pa
aa_bteam, pa
aa_cteam, pa
aa_dteam, pa
ABDEL-RAZEQ, VIVONE

 [Selection details](#)

Select the names of all other people in your HR office who need to have access to this req after it is created.

Approval Routing

*** Department
HR Approval**

 Selection details

Bypass

*** Notify upon approval completion**

 Selection details

Advertising Costs

Page 10

Travel Costs

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Relocation Costs

Page 10 of 10

HR Department Recruiter Costs

Page 10

External/Agency

These optional cost fields are for your use if your department wants to track recruitment costs for this position.

If this req is not yet finished, select your name from the drop down list and continue. That action will save this req in your **pending** list for later access.

When you are finished with this req and it is ready to be posted, click the Bypass box..

Select the name of your assigned Employment Specialist so they will be notified that your req